



HAMPTON HISTORY MUSEUM  
120 Old Hampton Lane, Hampton, Virginia 23669

## APPLICATION FOR RENTAL OF MUSEUM FACILITIES

Thank you for your interest in the rental of our facilities in the Hampton History Museum. Our space is available for meetings, receptions, etc., by reservation on a first-come, first-served basis. All users must adhere to the following guidelines:

- 1) Space will be available for meetings or business functions of departments of the City of Hampton upon reservation at no cost during regular business hours; evening functions or meetings after hours will require a **\$50** per hour fee, *minimum of two hours, to include set-up and clean-up time*;
- 2) Available space consists of the lobby, restrooms, great hall, kitchen, and court yard – *no* exhibit areas may be used;
- 3) **Fee Schedule:**
  - a) Civic groups, other non-profit organizations: daytime rate of **\$25** per hour, **\$50** per hour after business hours, *minimum of two hours, rental time to include set-up and clean-up, payment due upon receipt of invoice; more than thirty minutes time for set-up and for clean-up will be subject to additional fees*;
  - b) Private weddings, receptions, meetings, corporate functions: **\$400** which includes two hours (minimum), each additional hour is **\$200**, **rental time to include set-up and clean-up; \$100** deposit and completed application are due within *seven* days of booking to guarantee reservation; **\$100** deposit will *not* be returned if function is cancelled within *seven* days of the event; *final payment due upon receipt of invoice*. Fee includes provisions for security.
- 4) **Rules for Use of Facilities:**
  - a) Opening and closing of the facilities will be performed by staff;
  - b) The maximum number of guests is limited to 150 in the available space by order of the Fire Marshall;
  - c) A podium with microphone, tables and chairs are available for use. Any further needs are the responsibility of the renter and if not removed at the conclusion of the function, renter may be subject to additional fees.
  - d) **Any catered event must obtain health inspection approval from the Hampton Health Department.** *It is the responsibility of the caterer to contact John Schellenberg, Environmental Health Manager at 727-1140, ext. 143 for coordination and approval.*
  - e) Any food and drink served must be by an approved caterer. **If alcoholic beverages are served, it must first be approved by the Department Director, and it is the responsibility of the renter to obtain the necessary ABC license in conformity with all Virginia and City of Hampton statutes.** Red wine or dark beer is *not* permitted.
  - f) Smoking, chewing tobacco and chewing gum are prohibited in the building;
  - g) The character of a function must be in keeping with the dignity of the Museum. A function should be concluded no later than **11:00 p.m., including** clean-up.
- 5) **For more information contact:** *Barbara Boyer, 727-1610, bboyer@hampton.gov.*



**Hampton History Museum**

**Please complete the following form and return it with your deposit to:  
Hampton History Museum, 120 Old Hampton Lane, Hampton, VA 23669**

**Name/Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Type of Function:** \_\_\_\_\_

**Date and Time of Function:** \_\_\_\_\_

**Proposed Number of Hours:** \_\_\_\_\_ **Proposed number of Guests:** \_\_\_\_\_

**The Hampton History Museum hereby grants the undersigned "licensee" permission to use the facilities of the Museum as outlined, subject to the terms and conditions of this agreement contained herein. The undersigned has also read and understands this permit with its terms and conditions, agreeing to be bound by them, having sufficient power and authority to bind with his/her signature.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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